

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/CON (NIV)**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Consular Section (NIV)  
**Opening Date:** March 10, 2011  
**Closing Date:** March 31, 2011  
**Work Hours:** 8 hours or fewer hours may be accepted  
**Days per week:** 5 days per week or alternate work time may be accepted  
**Duration:** May – September 2011

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Consular Section (Non-Immigrant Visa Unit) of the Embassy.

#### **Major Duties or Projects:**

- Enter SWT cases, check SEVIS, scan finger prints, check documents;
- Enter Drop Box cases;
- Print visas;
- DHL duties;
- Interpreting during visa interviews;
- Filing and preparing file shipment to KCC
- Reviewing Polish daily newspapers and translating or summarizing articles on social, labor and economic issues in Poland;
- Assisting greeters;
- Shredding.

#### **Qualifications Required**

- Knowledge of MS Office;
- Good computer and drafting skills;
- Good communication skills and ability to deal with the public;
- Ability to work in a team, work under stress and pressure
- Fluent Polish, good working knowledge of English

Information and application materials are available at

<http://warsaw.usembassy.gov/poland/jobs.html>

**Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:**

- 1. email :PSIPWarsaw@state.gov**
- 2. mail or hand delivery to:**

**U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program**

**NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.**

**Closing date for this position: March 31, 2011**

**Equal Opportunity Employer**